



# Non-Merit Job Vacancy Announcement

## **ACADEMIC INSTRUCTOR**

**Job Number:**

**Job Code:**

<b>Pay Grade:</b>	<u>14</u>	<b>Position Type:</b>	<u>(select one)</u>
<b>Salary or Range:</b>	<u>\$2,937.20 (entry) - \$3,890.90 (midpoint)</u>	<b>Work Schedule:</b>	<u></u>
<b>FLSA Designation:</b>	<u>(select one)</u>	<b>Work Week:</b>	<u>(select one)</u>

**Agency:** Military Affairs, Kentucky Guard Youth Challenge Division  
**Work Address:** Appalachian Challenge Academy Harlan, KY  
**Work County:** Harlan County

### **AGENCY COMMENTS:**

Agency prefers candidates that have a current Kentucky certification in secondary education.  
Work. This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

**DESCRIPTION OF JOB DUTIES:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plan and conduct classroom activities of GED and High School Credit recovery students within a Youth Challenge Program. Plan and conduct classroom GED instruction on a daily basis. Evaluate and record student performance. Enter results in DMARS and prepare cadet and parent academic performance counseling documents. Conduct individual cadet counseling. Conduct post-classroom tutoring of students to maximize academic achievement. Participate in off campus events related to cadet improvement and intellectual development; including but not limited to, Service to Community efforts, physical challenge training, historic site visits, cultural exposures, etc. Performs other duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Education: Graduate of a college or university with a bachelor's degree. Experience: Must have three years of classroom instruction, administrative, or management experience. Substitution Clause: Education: A Master's degree will substitute for the experience on a year-for-year basis.

#### **EXPERIENCE:**

None

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**(DEADLINE: 3/24/2016 )**

**HOW TO APPLY / APPLICATION PROCESS:**

[Posted on: 3/14/2016 ]

Applicants must create a state application by clicking on <https://careers.ky.gov> Once your application has been completed, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

**Contact Name:** Crystal Simpson

**Contact Method:** crystal.l.simpson10.nfg@mail.mil or 502-607-1541.

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